

Part-time Plan Reviewer



The city of Brookhaven is accepting resumes for a Part-time Plan Reviewer (Fire). The plan reviewer will provide support to our Fire Marshall as well as reviews and interprets building and structural construction documents and reports for commercial, industrial, and residential projects to ensure compliance with construction city codes, ordinances, standards, and amendments. This position is considered "Continuous Part Time", working up to 25 hours per week on schedule flexible to accommodate the candidates' schedule. The position does not include health care or retirement benefits.

How to apply:

Please submit your resume, cover letter and your current salary to:

Careers@brookhavenga.gov

The City of Brookhaven is an equal opportunity employer.

Below is a copy of the full job description.

JOB SUMMARY:

Analyzes and interprets complex construction documents, including review of fire protection systems, hydraulic calculations, emergency responder access, water supply, fire and life safety code compliance and firefighter safety.

ESSENTIAL JOB FUNCTIONS:

- Reviews and interprets building and structural construction documents and reports for commercial, industrial, and residential projects to ensure compliance with construction city codes, ordinances, standards, and amendments.
- Advises architects, engineers, contractors, the general public, and staff on code changes, interpretations, new methods and materials; negotiates solutions to code conformance problems and fire and life safety issues.
- Identifies inadequacies found on construction plans, reports and calculations.
- Researches alternate products, materials and methods of construction for compliance, and makes recommendation to the Fire Marshal.
- Negotiates and develops mutually acceptable solutions to code conformance problems and life safety issues with architects, engineers, contractors, and the public.
- Assists the Fire Marshal by recommending changes in codes to resolve interpretation problems and to implement those changes.
- Provides quality customer service while functioning in a regulatory capacity.
- Provides coordination with city Fire Marshal regarding fire and life safety issues.
- Maintains plan review records and files.
- Assists Fire Marshal with field reviews of structures to determine structural soundness, proper installation, materials or equipment.
- Deals with and resolves potentially hostile situations with customers.

- Participates as a committee member in various local, state, and other professional organizations to discuss code related issues and attend meetings relating to plan review, building safety, fire and life safety, and construction.
- Performs other related duties as required.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in building construction, engineering, architecture, fire science, or related field; three years experience in plans review, building inspection, fire inspections or construction contracting management.
- International Fire Code certification (ICC) as a Plans Examiner or NFPA certification as a Plans Examiner at time of application.
- Or equivalent education, and/or work experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all major types of building construction, materials, and methods.
- Knowledge of building, fire and related codes, regulations, and ordinances of local and other governmental agencies.
- Knowledge of fire protection engineering relating to hydraulics and fire detection systems.
- Knowledge of hydraulics as applied to sprinkler systems and fire prevention.
- Knowledge of basic electrical and mechanical engineering principles as applied to the design and installation of mechanical equipment and systems in buildings.
- Skill in conducting field inspections.
- Skill in the use of computers and plan review applications.
- Skill in successfully resolving problems with a diverse group of people.
- Ability to apply engineering knowledge and follow proper plan check techniques to examine workmanship and materials; and detect deviations from plans, regulations, and standard construction practices.
- Ability to establish and maintain effective working relationships with architects, engineers, contractors, city staff, and the general public.
- Ability to read, interpret, and explain codes, engineering calculations, building plans, plot surveys, specifications, and blueprints.
- Ability to interpret and apply federal, state, and local laws, codes, and ordinances.
- Ability to communicate effectively verbally and in writing.
- Ability to explain code requirements and plan review procedures to persons with various backgrounds.
- Ability to work independently and perform tasks involving numerous details.
- Ability to concentrate and be absolutely accurate in the complete analysis and interpretation of a set of highly technical construction documents.

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report and/or act on

safety violations and potential safety violations to appropriate supervisory or management personnel.

Incumbent is expected to meet attendance standards as determined by management. Must be available and willing to work according to the assigned schedule.

This employee is regularly required to perform sedentary and light work and exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The employee is also required to balance, climb, finger objects, grasp, hear, make rational decisions, reach, use repetitive motion, speak, talk, visualize, and walk.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.